



Building & Enforcement Services Department  
Construction Services Division  
2345 Providence Boulevard - Deltona, Florida 32725  
Permitting: (386) 878-8650 – (386) 878-8660 - Fax: (386) 878-8651  
Office Hours: Monday-Friday 8 a.m. – 4 p.m. - [permitting@deltonafl.gov](mailto:permitting@deltonafl.gov)

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## APPLICATION INFORMATION CHECKLIST FOR COMMERCIAL ADDITIONS/ALTERATIONS

The City of Deltona would like to expedite the permit process for you. We recommend that you call Construction Services Division before making a formal application for questions regarding the completion of your application and the required documentation. The following checklist outlines the minimum requirements for submitting commercial applications.

### Items required:

- Complete Building application and subcontractor applications for each trade
- 2 sets of construction drawings signed and sealed by a Florida Registered Engineer or Architect to meet the requirements of Florida Building Code 5<sup>th</sup> Edition 2014 and National Electric Code 2011
- 2 sets of Commercial Energy Calculations, complying with Florida Building Code Chapter 13-4 (if applicable)
- 2 sets of truss layouts and sealed truss engineering (if applicable)
- 2 sets of Florida product approval and manufacturer's installations details for doors, windows, metal roofing, etc.
- 2 sets of site plans to scale and showing existing and proposed site improvements with location of septic (if applicable)
- Original Sealed Boundary Survey with the February 2014 Flood Zone Certification to Federal Flood Insurance Rate maps (FIRM).
- Affidavit of Drainage Control Form signed by owner and notarized (if applicable)
- Notice of Commencement, if work exceeds \$2,500.00
- Submittal and Plan review fees (see fee schedule at [www.deltonafl.gov](http://www.deltonafl.gov) )

### Life Safety Systems/Plan review requirements:

- All plans are to be submitted to Building Services for routing to Fire Safety Inspection Services for review, and must meet the requirements for permitting as per FS 553.79
- Projects requiring fire sprinkler, fire alarm or hood systems shall submit engineer sealed design criteria with construction documents in a separate permit prior to a building permit being issued.
- Hydrants must be installed and functional prior to combustible construction materials being on site. Hydrants shall meet city specifications (See attached)
- Access roads shall be constructed of an all- weather-driving surface not less than 20 feet in width and a minimum vertical clearance of 13' 6" and support minimum of 32 tons.

### CONTACT INFORMATION:

- **Construction Services:** (386) 878-8650 – (386) 878-8660 - Zoning: (386) 878-8665
- **Planning and Development:** (386) 878-8600
- **Fire/Life Safety:** (386) 878-8655